

REPUBLIC OF TURKEY
MINISTRY OF NATIONAL EDUCATION
General Directorate of Primary Education

No : B.08.0.İGM.08.07.03.010/9982
Subject : Progressive Non-Attendance Management

August 25th, 2011

CIRCULAR LETTER
2011/47

It is guaranteed by the Constitution and by the Convention on the Rights of the Child that the children, who are at the age of primary education, attend their schools and that they complete their education on time and receive their diplomas. In this connection, in respect of ensuring access to schools and school attendance; arrangements, which are related to practice, have been made in the National Education Principle Law No 1739, in the Primary Education and Training Law No 222 and in the Regulation on Primary Education Institutions.

For the purpose of ensuring that primary education students attend their schools and that they complete their primary education on time and receive their diplomas; "Progressive Non-Attendance Management" (PNAM) has been developed in order to ensure early identification and evaluation of non-attendance and in order to ensure performance of appropriate tailored interventions to the non-attending children and in order to monitor those issues; and the implementation guideline is available at the web site (<http://iogm.meb.gov.tr/>) of the General Directorate of Primary Education.

In this connection; I hereby kindly request you to perform the required acts and transactions with respect to the following issues:

1. Establishment of School Risk Monitoring Board (School RMB) within the bodies of the primary education schools,
 - a) Participation of all school directors and teachers, who serve at the primary education schools, in the Progressive Non-Attendance Management Online Training Programme contained in the distance training module (<http://uzaktanegitim.meb.gov.tr/>),
 - b) For each student, filling in the "Risk and Needs Assessment Form (RNAF)" contained in the "Student Registrars" on the relevant web page of the e-School system,
 - c) For the PNAM, entering non-attendance data of students into the e-School system regularly and every day,
 - ç) At the beginning of each education period; updating the children and parent information, which are contained in the e-School system, by classroom teachers/branch guidance counsellors,
 - d) In respect of the child who has not attended half day or one full day without an excuse; making a telephone conversation or making a face to face conversation with his/her parent by his/her classroom teacher/branch guidance counsellor or by the concerned deputy director,
 - e) If, on "the Daily Non-Attendance" Page in the e-School system, next to the names of the children, there is a red colour sign which indicates a risky non-attendance; determining the type of non-attendance of those children and, selecting one of the appropriate "Progressive Action Plans" stated in the PNAM guideline,
 - f) Performance of the actions and interventions which are in conformity with the previously-determined progressive action plan; and recording them into "the Action/Intervention" page,
 - g) For minimum two education periods, monitoring closely the attendance status of the child about whom it has been ensured that he/she attends his/her school,
 - h) If the school is unable to ensure school attendance of the child; commencement of the legal sanction process and, notifying "the District Risk Monitoring Board (the District RMB)" about this issue,
 - i) At the district-wide monthly meetings to be held by the school guidance counsellors, inclusion of the non-attendance issue into the agendas of those meetings; and determining the actions to be performed with respect to this issue,
 - j) Conveyance of the monitoring and evaluation reports of the School Risk Monitoring Board (School RMB) with respect to non-attendances of the children to the District Risk Monitoring Board at the end of each education period,



Atatürk Bulvarı 06648 Bakanlıklar/ ANKARA
Bilgi için : N.KAYA Şb.Md.
Telefon: (0 312) 413 15 89
Faks : (0 312) 417 71 05
iogmab@meb.gov.tr | iogm@meb.gov.tr



www.egitimdestek.meb.gov.tr



www.haydikizlar.meb.gov.tr



2. Establishment of District and Provincial Risk Monitoring Boards (District/Provincial RMB),
 - a) In electronic environment and at the end of each education period; conveyance of the monitoring and evaluation reports, which have been prepared by the District and Provincial Risk Monitoring Boards by monitoring closely the actions performed at the primary education schools with respect to non-attendance, to provinces by the districts and to our Ministry by the provinces and,
3. During the guidance and audits, receipt of information by the education inspectors on the actions performed with respect to the PNAM and thus, their guidance to the teachers and school managers for the actions to be performed.

[SIGNATURE]
M. Emin ZARARSIZ,
On behalf of the Minister,
The Undersecretary

ANNEX: (1) PNAM Implementation Guideline

DISTRIBUTION:

Action Addressee:
The Plan (B)

For Information:
The Plan (A)

Atatürk Bulvarı 06648 Bakanlıklar/ ANKARA
Bilgi için : Niyazi KAYA Şb.Md.
Telefon: (0 312) 413 15 85
Faks : (0 312) 417 71 05
iogmab@meb.gov.tr | iogm@meb.gov.tr



www.egitimdestek.meb.gov.tr



www.haydikizlar.org

